

*Personnel
Appreciation*

7 December 1981

NOTE FOR: Director of Personnel

Jim -

Attached for your information is a copy of a letter that I presented to [redacted] a personnel officer who recently transferred from FBIS to DO. John did a fine job for us during his tour.

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[redacted]

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Attachment

[redacted]

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Distribution:

Orig - Addressee w/att.

1 - [redacted] correspondence file w/att.

1 - O/FBIS Chrono w/att.

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FOREIGN BROADCAST INFORMATION SERVICE

P. O. Box 2604

Washington, D. C. 20013

4 December 1981

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Personnel Officer, FBIS

Dear John:

On the occasion of your transfer from FBIS after two and one-half years, I would like to express my appreciation for your responsible and conscientious performance as personnel officer for this organization.

FBIS has greatly benefited from your dedicated and professional effort and the assistance you have provided to our many components in what is certainly a complex and challenging job. The fact that during this period you were promoted to GS-14 is, I believe, clear indication of the esteem in which you are held by your own career service as well as FBIS.

I also want to thank you for the careful and thorough job you have done as executive secretary for our FBIS Career Service Panel, with all the preparations and followup required for the biweekly career service meetings. Your advice and guidance on personnel matters has been extremely important in the management of our many types of personnel.

We wish you good fortune in your future assignments.

Sincerely,

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Director